



SE-271 Design Documents Transmittal Form

2008 Edition

AGENCY _____

PROJECT NO. _____ PROJECT NAME _____

To: _____ cc (with enclosures): _____
OSE Project Manager Agency Project Manager

From: _____ Date: _____
Architect/Engineer

Transmitted herein are ___ copies of the following documents for the above referenced project with items required by Chapter 5, Part 5.2 of the Manual for Planning and Execution of State Permanent Improvement – Part II (check applicable items):

	<input type="checkbox"/> Schematic Design Documents	<input type="checkbox"/> Design Development Documents	<input type="checkbox"/> Construction Documents	<input type="checkbox"/> Bid Documents
Site Plans				
Single Line Plans				
Double Line Plans				
Life Safety Plans				
Code Criteria				
Functional Plans (Structural & MEP)				
ASHRAE 90.1 Worksheet				
Complete Set of Drawings (signed & sealed)				
Project Manual				
Form SE-310				
Draft of Proposed Construction Contract				
Written responses to previous OSE Comments				
Estimate of Construction Cost				
List of required permits and approvals				
Status of Required permits and approvals				
Numbered copy of signed & sealed drawings & project manual issued for bidding				